



Dronfield Henry Fanshawe School

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Success with Care

Headteacher: Mr M. J. Cooper



Ref: LB

Date: 28th September 2023

Dear Students/Parents/Carers,

Year 10 Work Experience May 2024

We are writing to inform you of the school's plans regarding work experience for Year 10 students next May along with our new work experience programme on Unifrog. All year 10 students will be receiving an email with details on how to access the Unifrog site shortly.

Work Experience should be seen as an important part of the curriculum for all the students. Placements will be for **one week commencing Monday 13th May 2024**. It should not be looked at as training for a particular occupation or the first step of sampling a chosen career. It should be viewed as an integral part of the process of preparing young people for the world of work. This involves detailed preparation and involves the socialisation of students into an entirely different environment to that of the school. It should be an interesting and stimulating period that enables the students to gain an insight into employment.

We actively encourage students to arrange their own work experience placement; this is a practice which helps to build their job seeking skills. By setting up their own placement the student can gain many useful skills. Please bear in mind that other schools are also completing work experience so you will need to speak to employers sooner rather than later to avoid disappointment.

Support is available to every student if required. Please contact lbroomhead@dhfs.uk, or alternatively, students are encouraged to visit me in lower A Block (across from A2) to discuss their options and possible placements, including navigating the Unifrog system.

In preparation for work experience we are asking you to discuss with your child which occupational area they may wish to undertake their work experience placement in. Not only is the educational and career development of your child very important to us, so is their wellbeing, health and safety.

Your child should stay in regular contact with me throughout the work experience process. My office is in lower A Block across from A2.

Finding out more about Unifrog:

- Unifrog have created a set of guides about placements which you can find [here](#).
- Within this set of guides, [this](#) is the best one to start with (it includes a short animation of how the whole process works).
- Next we recommend looking at [this one](#), because it includes advice on how to find a placement.



Some important logistics:

- Students should agree the placement with the employer **first**, and then students get the ball rolling by adding the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).
- The Unifrog system will then email the employer, the parent / carer, and the school, to collect the necessary information and permissions. For the process to work, it's essential that students add the initial information about the placement accurately.
- **The deadline for getting Initial Application forms on the Unifrog system is 4pm Friday 8th December 2023.**

Yours sincerely,

L. a. Broomhead.

Mrs L Broomhead
Work Related Learning & Events Coordinator
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